



FIFTH ROUND 2004 SALMON APPLICATION FORMS

**NON-CAPITAL PROJECTS
(ASSESSMENTS & STUDIES)**

18i

FEBRUARY 2004

FOR USE IN THE FIFTH 2004 GRANT
CYCLE ONLY

***Salmon Recovery Funding Board
Mission Statement:***

The Board will support salmon recovery by funding habitat protection and restoration projects, and related programs and activities that produce sustainable and measurable benefits for the fish and their habitat.

**Salmon Recovery Funding
Board Members**

William Ruckelshaus (Chair), Seattle

Frank "Larry" Cassidy, Jr., Vancouver

Brenda McMurray, Yakima

James Peters, Olympia

Steve Tharinger, Clallam County

Mark Clark, Executive Director, Conservation Commission

Linda Hoffman, Interim Director, Dept. of Ecology
Designee: Tom Laurie

Jeff Koenings, Director, Dept. of Fish & Wildlife
Designee: Tim Smith

*Doug Sutherland, Commissioner, Dept. of Natural
Resources*
Designee: Craig Partridge

Doug MacDonald, Secretary, Dept. of Transportation
Designee: none

IAC Director

Laura E. Johnson

Salmon Recovery Program – Non-Capital Projects

Assessments & Studies

Application Materials Checklist

Application Materials must be submitted for each project on the lead entity list.

Available in PRISM	✓	Item	Section
Attach		Application Authorization Memorandum	
✓		General Application Information	Section 1
✓		Applicant / Organization Information	Section 2
✓		Project Contact Information	Section 3
✓		Goal and Objective	Section 4
✓		Measurement Information	Section 5
✓		Short Description of Project	Section 6
✓		Summary of Funding Request and Match Contribution	Section 7
✓		Property Acquisition Cost Estimate	Section 8
✓		Assessment and Studies Project Cost Estimate	Section 9
✓		Application Questionnaire	Section 10
✓		Work Site Information	Section 11
✓		Permits	Section 12
✓		Salmonid Species Information	Section 13
✓		Habitat Factors Addressed	Section 14
Attach		Evaluation Proposal	Section 15
Attach		Project Partnership Contribution Form	Section 16
Attach		Landowner Willingness Form	Section 17
Attach		Maps (general vicinity & work site)	Applicant Creates
Attach		Project Photos	Applicant Creates
Attach		Project Partnership Contribution Form	Applicant Creates
Attach		Other Materials (optional)	Applicant Creates

✓ - Items with a check mark can be entered directly into PRISM. Items marked “Attach” can be attached as document in PRISM, however if this is not possible, documents can be mailed to the IAC Office.

Application Authorization Memorandum

Each organization submitting a project must complete this form.

TO: Salmon Recovery Funding Board (SRFB)
PO Box 40917
Olympia, Washington 98504-0917

THROUGH: _____
(lead entity name)

FROM: _____
(applicant name)

Through the lead entity identified above, the SRFB is hereby requested to consider this application for financial assistance for the Salmon Recovery project(s) described below and to grant funding from such State and Federal sources as may be available. This application is prepared with knowledge of and in compliance with SRFB's policies and procedures. Further, we agree to cooperate with the SRFB by furnishing such additional information as may be necessary to execute a SRFB Project Agreement and to adhere to all appropriate state and federal statutes governing grant monies under the Project Agreement. We are aware that the grant, if approved, is paid on a reimbursement basis. We agree that all application materials, including photos, slides, site drawings, maps, etc., become the property of IAC/SRFB and may be used by IAC/SRFB for education, information, or other non-commercial purposes in publications, presentations or on the IAC/SRFB web site.

Project Name(s): _____
(Attach list _____
if necessary) _____

I/we certify that to the best of our knowledge, the data in this application is true and correct. In addition, I/we certify that the matching resources identified in the grant are committed to the above project. I/we acknowledge responsibility for supporting all non-cash commitments and donations should they not materialize.

Authorized Representative: _____
(signature) (date)

Printed Name and Title: _____

1. General Application Information

(ENTER ON PRISM TAB 1)

Project Name

Project Type (check one)

- ☐ **Non-Capital** (assessments and studies)
☐ **Planning and Acquisition** (assessment and acquisition)

2. Applicant / Organization Information

(ENTER ON PRISM TAB 1 – SEARCH FOR ORGANIZATION)

Organization Name

Organization Type (check one)

- | | | |
|--|---|--|
| <input type="checkbox"/> City/Town | <input type="checkbox"/> County | <input type="checkbox"/> Private Landowner |
| <input type="checkbox"/> Conservation District | <input type="checkbox"/> Native American Tribe | <input type="checkbox"/> Non-profit Organization |
| <input type="checkbox"/> RFEG | <input type="checkbox"/> Special Purpose District | <input type="checkbox"/> State Agency |

Organization Address

Address

City/Town

State, Zip

Telephone #

FAX #

Internet e-mail address

Website URL

3. Project Contact Information

Complete one for each contact.

(ENTER ON PRISM TAB 1 – SEARCH FOR PERSON)

☐ Mr. ☐ Ms. Title

First Name

Last Name

☐ Primary Contact OR ☐ Alternate Contact

Contact Mailing Address

Address

Work Telephone #

City/Town

FAX #

State, Zip

Internet e-mail address

4. Goal and Objective Non-Capital Projects

Select one goal and one objective that best fits your project
and respond all to the measurements for that goal and objective.

(ENTER ON PRISM TAB 2)

Goal: The goal of the project is to increase and improve information to help select projects that have a high certainty and benefit.

Objective: The objective of the project is to determine feasibility of acquiring land and landowner willingness to sell. ☐

Objective: The objective of the project is to determine feasibility of creating or reconnecting off-channel habitat. ☐

Objective: The objective of the project is to determine project siting, feasibility, design, or implementation. ☐

Objective: The objective of the project is to fill data gaps identified in the lead entity strategy. ☐

Objective: The objective of the project is to fill data gaps regarding marine nearshore assessments. ☐

Objective: The objective of the project is to identify locations where derelict gear are a source of salmonid mortality.

5. Measurement Information

RESPOND TO THE FOLLOWING MEASUREMENTS

(ENTER ON PRISM TAB 6)

Measurement: Does the plan/assessment identify necessary actions needed to meet goals? [Does the plan/assessment identify actions needed to meet goals?]	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Measurement: Does the plan/assessment identify/prioritize factors limiting production? [Does the plan/assessment identify/prioritize specific factors limiting the production of populations and ESUs or conservation opportunities at the watershed scale?]	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Measurement: Does the plan/assessment incorporate biological goals? [Does the plan/assessment incorporate biological goals consistent with State or Tribal conservation plans or Technical Recovery Team recommendations?]	<input type="checkbox"/> Yes <input type="checkbox"/> No
---	--

6. Short Description of Project

Describe project, what will be done, and what the anticipated benefits will be in 1500 characters or less.

(ENTER ON PRISM TAB 2)

NOTE: Many audiences, including the SRFB, SRFB's Review Panel and Technical Advisors, media, legislators, and the public who may inquire about your project use this description. Provide as clear, succinct and descriptive an overview of your project as possible – many will read these 1-2 paragraphs!

The description should state what is proposed. Identify the specific problems that will be addressed by this project, and why it is important to do at this time. Describe how, and to what extent, the project will protect, restore or address salmon habitat. Describe the general location, geographic scope, and targeted species/stock. This short description should be the summary of the detailed proposal set out under Evaluation Proposal, with particular emphasis on questions I-IV.

The database limits this space to 1500 characters (including spaces); any excess text will be deleted.

7. Summary of Funding Request and Match Contribution

Remember to update this section whenever changes
are made to your cost estimates.

(ENTER ON PRISM TAB 3)

TOTAL PROJECT COST (A + B)

(Sponsor Match & SRFB Contribution)

\$ _____

A. Sponsor Match Contribution (15% minimum is required for match)

Appropriation/Cash \$ _____

Bonds - Council \$ _____

Bonds - Voter \$ _____

Cash Donations \$ _____

Conservation Futures \$ _____

Donations

Donated Equipment \$ _____

Donated Labor \$ _____

Donated Land \$ _____

Donated Materials \$ _____

Donated Property Interest \$ _____

Force Account

Force Acct - Equipment \$ _____

Force Acct - Labor \$ _____

Force Acct - Material \$ _____

Grants*

Grant - Federal \$ _____

Grant - Local \$ _____

Grant - Private \$ _____

Grant - State \$ _____

Total Sponsor Match Contribution

\$ _____

15% Minimum Match Required
of A. TOTAL PROJECT COST

B. SRFB Contribution (grant request)

\$ _____

\$5,000 Minimum Request

***Note, be sure to identify the name and type of any matching grant in the
Application Questionnaire Section.**

**Note: The Total Project Cost must equal the totals
from the following Cost Estimate Section.**

8. Property Acquisition Cost Estimate

ACQUISITION includes the purchase of land in fee title, or lesser interests such as conservation easements or other property rights. Conservation easements must be in perpetuity. The acquisition policy is set out in Manual #3, located on IAC Web Page <http://www.iac.wa.gov/srfb/docs.htm>. Use this form for combination (planning and acquisition) projects only. **(ENTER ON PRISM TAB 4)**

	Property	Property	Property	Total Properties
Property Name				Leave shaded
Date to be Acquired				areas blank
Acreage to be Acquired				
VALUE DETERMINATION TYPE	(Check one for each property)			
Appraised/reviewed value	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Estimate of value	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Letter of opinion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PURCHASE TYPE	(Check one for each property)			
Fee ownership (land/improvements)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Less than fee ownership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ACQUISITION COST ITEMS	(Complete all that apply)			
Applicable taxes				
Appraisal and review				
Baseline inventory				
Closing				
Demolition				
Easement – access				
Easement – conservation				
Easement – other				
Easement – trail				
Fencing				
Hazardous substances assessment				
Improvements & structures				
Land				
Noxious weed control				
Recording fees				
Relocation				
Rights – agriculture				
Rights – development				
Rights – mineral				
Rights – other				
Rights – timber				
Rights – water				
Signing				
Survey				
Title reports/insurance				
Wetland delineation				
Column Sub-Total				
Admin Costs (5% of Sub-Total)				
TOTAL ACQUISITION COSTS				

9. Assessment and Studies Project Cost Estimate

(ENTER ON PRISM TAB 5)

ASSESSMENTS AND STUDIES may include feasibility studies; channel migration studies; reach-level, near-shore, and estuarine assessments; and inventories such as barrier, unscreened water diversions; and landslide hazard. A feasibility study could include assessing the willingness of landowners to agree to allow access to their land for a habitat project or to consider selling a conservation easement. The results of proposed assessments must directly lead to identification, siting, or design of habitat protection or restoration projects or fill a data gap identified as a priority in a lead entity strategy.

Complete only items that apply to your project.
TOTAL COST must include the SRFB and Sponsor's Match Contribution.
Use only whole dollar amounts.

Item	Unit	Qty.	Total Cost	Description Needed	Description (60 characters max.)
Communications					
Advertising	Lump sum			Optional	
Communications – other	Lump sum			Optional	
Postage	Lump sum			Optional	
Printing, binding, copying	Lump sum			Optional	
Telephone	Lump sum			Optional	
Equipment					
Equipment – other	Lump sum			Describe	
Insurance					
Insurance – other	Lump sum			Describe	
Liability insurance	Lump sum			To/From	
Permits					
Permits	Lump sum			Optional	
Professional Services					
Consultant(s)	Lump sum			Optional	
Mapping/GIS	Lump sum			Optional	
Photography	Lump sum			Optional	
Professional services – other	Lump sum			Optional	
Surveying	Lump sum			Optional	
Rentals & Leases					
Meeting rooms	Lump sum			Optional	
Rentals & leases – other	Lump sum			Describe	
Vehicle lease	Lump sum			Optional	

Assessment and Studies Project Cost Estimate (Continued)

Item	Unit	Qty.	Total Cost	Description Needed	Description (60 characters max.)
Salaries & Benefits					
Salaries & benefits - other	# of FTE's			Title	
Salaries & benefits - other	# of FTE's			Title	
Salaries & benefits - other	# of FTE's			Title	
Salaries & benefits - other	# of FTE's			Title	
Salaries & benefits - other	# of FTE's			Title	
Supplies					
Computer software	Lump sum			Describe	
Forms, maps, stationery	Lump sum			Optional	
General supplies	Lump sum			Optional	
Publications	Lump sum			Optional	
Transportation/Travel					
Mileage	Rate			Miles	
Per diem	Each			Optional	
Transportation/travel – other	Lump sum			Describe	
Vehicle use	Rate / month			Optional	
Sales Tax					
TOTAL COSTS					

10a. Application Questionnaire

All applicants must answer the following questions.

(ENTER ON PRISM TAB 8)

Cost Efficiencies

For any grants listed in the Summary of Funding Request and Match Contribution Section, are there any restrictions on the use of these grant funds? When and how long will the grant funds be available to this project?

Describe the type of donated labor (skilled and unskilled), donated equipment, and donated materials that will be used for this project, identified in the Summary of Funding Request and Match Contribution Section.

Land Ownership

What type of landowner currently owns the property? (Federal, Local, Private, State or Tribal.)

What is the current land use of the site, and its history? Describe past human uses and salmon habitat functions.

Worksite Location Data

What are the geographic coordinates of the work site(s) (in degrees, minutes and seconds)? [If you do not have them, you may leave this question blank.]

What is the township/range/section of the work site(s)?

In what county(s) is the work site(s) located? In what city, if applicable?

In what Water Resource Inventory Area(s) (WRIA) is the work site located? (Provide WRIA name and WRIA number.)

Is the work site on a stream and/or other waterbody? If yes, name the stream and/or waterbody. If the stream is a tributary of a larger stream, also name the larger stream. If you know the river mile, list it here.

Is your work site(s) located within estuarine or saltwater habitat? If so, name it. How close is it to fresh water systems? Name any other estuary or habitat adjacent to this site.

Is the work site(s) located within a park, wildlife refuge, natural area preserve, or other recreation or habitat site? If yes, name the area.

10b. Application Questionnaire

Combined Projects must answer the following questions.

Will the property proposed for acquisition involve future restoration? If yes, explain how and when restoration will occur.

10c. Application Questionnaire

Non-profit organizations must answer the following questions.

Is your organization registered as a non-profit with the Washington Secretary of State? If so, what is your Unified Business Identifier (UBI) number?

What date was your organization created?

How long has your organization been involved in salmon and habitat conservation?

11. Work Site Information

(ENTER ON PRISM TAB 9)

Driving Directions (provide directions that will enable staff to locate the project):

Current Landowner(s) of the site (name and address). Remember to complete the Landowner Willingness Form.

12. Permits

Check the appropriate boxes to indicate required and/or anticipated permits.
General permit information can be obtained at the Dept. of Ecology Permit Assistance Center
1-800-917-0043 or on their Internet site
<http://www.ecy.wa.gov/programs/sea/pac/index.html>.

(ENTER ON PRISM TAB 10)

Permits	Comments Regarding Permit Status
<input type="checkbox"/> Aquatic Lands Use Authorization <i>(Dept of Natural Resources)</i>	
<input type="checkbox"/> Building Permit <i>(City/County)</i>	
<input type="checkbox"/> Clear & Grade Permit <i>(City/County)</i>	
<input type="checkbox"/> Cultural Assessment [Section 106] <i>(CTED-OAHP)</i>	
<input type="checkbox"/> Dredge/Fill Permit [Section 10/404 or 404] <i>(US Army Corps of Engineers)</i>	
<input type="checkbox"/> Endangered Species Act Compliance [ESA] <i>(US Fish & Wildlife/NMFS)</i>	
<input type="checkbox"/> Forest Practices Application [Forest & Fish] <i>(Dept of Natural Resources)</i>	
<input type="checkbox"/> Health Permit <i>(Dept of Health/County)</i>	
<input type="checkbox"/> Hydraulics Project Approval [HPA] <i>(Dept of Fish & Wildlife)</i>	
<input type="checkbox"/> NEPA <i>(Federal Agencies)</i>	
<input type="checkbox"/> SEPA <i>(Local or State Agencies)</i>	
<input type="checkbox"/> Shoreline Permit <i>(City/County)</i>	
<input type="checkbox"/> Water Quality Certification [Section 401] <i>(County/Dept of Ecology)</i>	
<input type="checkbox"/> Water Rights/Well Drilling Permit <i>(Dept of Ecology)</i>	
<input type="checkbox"/> Other Required Permits (identify)	
<input type="checkbox"/> None – No permits Required	

13. Salmonid Species Information

Identify one or more targeted Salmonid species (directly on-site, indirectly downstream or within the rearing/migration corridor) whose habitat conditions you are attempting to improve or protect. Select one Primary Species.

(ENTER ON PRISM TAB 11)

Salmonid Species	Species Targeted (select as many as apply)	Primary Species (select only one)
Bull Trout	<input type="checkbox"/>	<input type="checkbox"/>
Chinook	<input type="checkbox"/>	<input type="checkbox"/>
Chum	<input type="checkbox"/>	<input type="checkbox"/>
Coho	<input type="checkbox"/>	<input type="checkbox"/>
Cutthroat	<input type="checkbox"/>	<input type="checkbox"/>
Pink	<input type="checkbox"/>	<input type="checkbox"/>
Sockeye	<input type="checkbox"/>	<input type="checkbox"/>
Steelhead	<input type="checkbox"/>	<input type="checkbox"/>

14a. Habitat Factors Addressed

Identify one or more Habitat Factors being addressed by this Project
and select one Primary Factor.

For definitions of Habitat Factors, see Manual 18b, Appendix B.

(ENTER ON PRISM TAB 11)

Habitat Factors	Project Addresses (select as many as apply)	Primary Factor (select only one)
1. Biological Processes	<input type="checkbox"/>	<input type="checkbox"/>
2. Channel Conditions	<input type="checkbox"/>	<input type="checkbox"/>
3. Estuarine and Near-shore Habitat	<input type="checkbox"/>	<input type="checkbox"/>
4. Floodplain Conditions	<input type="checkbox"/>	<input type="checkbox"/>
5. Lake Habitat	<input type="checkbox"/>	<input type="checkbox"/>
6. Loss of Access to Spawning and Rearing Habitat	<input type="checkbox"/>	<input type="checkbox"/>
7. Riparian Conditions	<input type="checkbox"/>	<input type="checkbox"/>
8. Streambed Sediment Conditions	<input type="checkbox"/>	<input type="checkbox"/>
9. Water Quality	<input type="checkbox"/>	<input type="checkbox"/>
10. Water Quantity	<input type="checkbox"/>	<input type="checkbox"/>

14b. Species/Habitat Factors Information Sources

For Species Information provide the source and indicate if the species listed are directly on-site at some point in their life stage (i.e. SaSI, WDFW Stream Catalog, Stream Survey/Field Observation, Limiting Factors Distribution Maps).

For Habitat Factors Information list the study/report and date identifying the habitat factors for your project (i.e. SaSI, limiting factors analysis, watershed analysis, other assessments or studies).

(ENTER ON PRISM TAB 11)

Study Name	Author	Date

15. Evaluation Proposal

Applicants must respond to the following items. The local citizen and technical advisory groups will use the evaluation proposal to evaluate your project. Applicants should contact their lead entity for additional information that may be required.

Up to eight pages may be submitted for each project evaluation proposal.

(SUBMIT INFORMATION VIA PRISM ATTACHMENT PROCESS OR ON PAPER)

I. BACKGROUND

Describe the fish resources, the current habitat conditions, and other current and historic factors important to understanding this project. Be specific—avoid general statements. When possible, document your sources of information by citing specific studies and reports.

II. PROBLEM STATEMENT

Describe what habitat conditions and habitat-forming processes will be assessed and how that will improve our understanding of salmonid use or habitat needs. All projects should state the nature, source, and extent of the altered conditions that this project will address or help understand. Address the primary causes of the problem, not just the symptoms. Document your sources of supporting information by citing specific studies, reports, or other documentation.

III. PROJECT OBJECTIVES

List the project's objectives. Objectives are statements of specific outcomes that typically can be measured or quantified over time. Objectives are more specific than goals (visions of the desired future condition) and less specific than tasks (the specific steps that would be taken to accomplish each of the objectives). For example, the objectives of an assessment might be to determine project siting, feasibility, and design. Explain how achieving the objectives will address and help solve the problem identified in II above.

IV. PROJECT APPROACH AND METHODOLOGY

- ▷ Briefly describe the geographic setting of the project (marine nearshore, estuary, main stem, tributary, etc.) and the life cycle stage(s) affected.
- ▷ List the individuals and methods used to identify the project and its location.
- ▷ Clearly state how the assessment design and methodology is adequate to answer the objective of the assessment.
- ▷ Explain how the results of the assessment will lead directly to projects that benefit salmonids or how the assessment fills a data gap identified as a priority in the lead entity's strategy.
- ▷ Describe the consequences of not conducting this project at this time. Explain why this project is imperative to do. For acquisition projects, also describe the current level and imminence of risk to habitat.
- ▷ Describe how the project design and methodology will be implemented.
 - Explain how the project's cost estimates were determined.
 - Describe other approaches and opportunities that were considered to achieve the project's objectives.
 - List project partners. When appropriate, include a letter from each participating partner briefly outlining its role and contribution to the project. (See Section 16 for a sample format.)

- List all landowner names (if the assessment covers large stream reach or an entire subbasin, then the landowner willingness forms are not required). Include a signed form from each landowner acknowledging their property is proposed for SRFB funding consideration. (See Section 17 for a sample format.)
- Describe how the assessment addresses the stages and elements in *Guidance on Watershed Assessment for Salmon* (Joint Natural Resources Cabinet, May 2001). See Manual 18b, Appendix E.
- When known, identify the staff, consultants, and subcontractors that will be designing and implementing the project, including their names, qualifications, roles and responsibilities. If not yet known, describe the selection process.

IV. TASKS AND TIME SCHEDULE

List and describe the major tasks and time schedule you will use to complete the project.

V. CONSTRAINTS AND UNCERTAINTIES

State any known constraints or uncertainties that may hinder successful completion of the project. Identify any possible problems, delays, or unanticipated expenses associated with project implementation. Explain how you will address these constraints.

16. Project Partner Contribution Form

Project Partner:

Partner Address:

Contact Person

☐ Mr. ☐ Ms. Title

First Name: Last Name:

Contact Mailing Address:

Contact E-Mail Address:

Description of contribution to project:

Estimated value to be contributed: \$_____

Partner's signature

Date

17. Landowner Willingness Form

Landowner Information:

Name of Landowner:

Landowner Contact Information:

☐ Mr. ☐ Ms. Title

First Name: Last Name:

Contact Mailing Address:

Contact E-Mail Address:

Property Address or Location:

I certify that _____ is the legal owner of property described in this grant
(landowner or organization)

application to the Salmon Recovery Funding Board (SRFB). I am aware the project is being proposed on said property. My signature authorizes the applicant listed below to seek funding for project implementation, however, does not represent authorization of project implementation.

Landowner Signature

Date

Project Applicant Information

Project Name:

Project Applicant Contact Information:

☐ Mr. ☐ Ms. Title

First Name: Last Name:

Contact Mailing Address:

Contact E-Mail Address:

Lead Entity Organization: